



C o u n t y o f S a n L u i s O b i s p o

GENERAL SERVICES AGENCY

Janette D. Pell, Director

Cody VanDorn, Department Administrator

TO: James P. Erb, Auditor-Controller-Treasurer-Tax Collector

FROM: Janette Pell, General Services Agency Director *Janette Pell*

DATE: September 9, 2013

RE: Response to the Lopez Lake Marina Concessionaire Audit

Thank you for your review of our concession contract for the period ending December 31, 2012, and subsequent three recommendations.

Over Reporting of Gross Receipts: GSA will reimburse the balance owed of \$80.51 in overpaid rent to the concessionaire.

Payments/Not Date/Time Stamped: GSA will review and update processes with staff to ensure payments are date/time stamp when received.

Deposits Not Timely: A review of the Auditor-Controller's Cash Handling Policy will be implemented with all staff accepting deposit payments certifying that they have read, understand, and can apply the Policy. Upon completion of this review, procedure updates will follow certifying continued compliance.

2013 SEP 16 AM 8:49
AUDITOR-CONTROLLER
SAN LUIS OBISPO COUNTY